

**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM**

**SUBJECT:** Leisure Services Department Scholarship Seminole Program

**DEPARTMENT:** Leisure Services

**DIVISION:** Parks and Recreation

**AUTHORIZED BY:** Joe Abel

**CONTACT:** Kathryn Clifford

**EXT:** 2001

**MOTION/RECOMMENDATION:**

Approve the implementation of the Leisure Services Department, Scholarship Seminole Program; authorize the Leisure Services Department Director to make appropriate participant fee adjustments in accordance with Scholarship Seminole Program guidelines; and further authorize the Leisure Services Director to enter into Scholarship Seminole Program Agreements with qualified participants in accordance with Scholarship Seminole Program guidelines as defined.

County-wide

Joe Abel

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**BACKGROUND:**

Please see attached Scholarship Seminole Program proposal with adjustments as requested during the Commission meeting of August 12, 2008.

**STAFF RECOMMENDATION:**

Staff recommends that the board approve the implementation of the Leisure Services Department, Scholarship Seminole Program; authorize the Leisure Services Department Director to make appropriate participant fee adjustments in accordance with Scholarship Seminole Program guidelines; and further authorize the Leisure Services Director to enter into Scholarship Seminole Program Agreements with qualified participants in accordance with Scholarship Seminole Program guidelines as defined.

Adjustments have been made to the program proposal as discussed at the Board of County Commission meeting on August 12, 2008.

**ATTACHMENTS:**

1. Scholarship Seminole Program Proposal
2. Agreement

**Additionally Reviewed By:**

- ☐ Budget Review ( Ben Crawford, Lin Polk, Lisa Spriggs )
- ☐ County Attorney Review ( Ann Colby )
- ☐ Revenue Review ( Cecilia Monti, Lisa Spriggs )

# **Seminole County Leisure Services Scholarship Program Proposal**



## **“Scholarship Seminole”**

## Seminole County Leisure Services

### Scholarship Program Proposal

#### “Scholarship Seminole”

This proposal recognizes that the Seminole County Leisure Services Department is committed to providing quality recreational opportunities to all residents of the County regardless of their economic status. While the fees associated with most recreational programming represent a philosophy that the participant should cover the direct costs or some portion of the direct costs of providing program services, it is recommended that the Board of County Commissioners also authorize the Department to offer reduced fees, when appropriate, so that all residents can benefit equally from community recreational opportunities.

Therefore, this proposal requests the creation of *Scholarship Seminole* and the creation of the *Scholarship Seminole Program Fund* to offer the youth in Seminole County the opportunity to participate in recreational programming regardless of economic status. The program is based on ~~three~~ two underlying criteria: 1) income eligibility; ~~2) academic eligibility;~~ and ~~3) opportunity to perform volunteer services in lieu of program payment.~~ The goal is to provide scholarship opportunities to those youth that are in need of financial assistance, ~~maintaining at least a “C” average in education,~~ and willing to give back to the community through volunteer involvement.

The financial criteria would follow that of the State and Seminole County School Free and Reduced Lunch Program in determining eligible candidates for *Scholarship Seminole*. While not exactly duplicating the County School Board’s concept of “free and reduced lunch”, it does allow for income thresholds to be utilized in determining cost reductions for recreation program participants. The criteria are as follows:

#### SCHOLARSHIP SEMINOLE INCOME ELIGIBILITY GUIDELINES

Household Size	Annual Income	Monthly Income	Weekly Income
1	\$18,889	\$1,575	\$ 364
2	\$25,327	\$2,111	\$ 488
3	\$31,765	\$2,648	\$ 611
4	\$38,203	\$3,184	\$ 735
5	\$44,641	\$3,721	\$ 859
6	\$51,079	\$4,257	\$ 983
7	\$57,517	\$4,794	\$1,107
8	\$63,955	\$5,330	\$1,230
Each additional family member add	\$6,438	\$537	\$124

To determine monthly income, first choose how often you receive your income. If you receive income: Weekly: multiply total gross income by 4.33 / Every two weeks: multiply total gross income by 2.15 / Twice a month: multiply gross income by 2. The total income before taxes, social security, health benefits, union dues, or other deductions must be reported.

~~To be academically eligible a child must have at a minimum a “C” average—2.0 GPA in their school work to illustrate available time outside of studies to participate in extracurricular activities. This assists in determining a focus on priorities and a commitment to education.~~

Finally Additionally, eligible scholarship candidates can offset non-reduced fees by performing volunteer services in lieu of money. The volunteer services can be accomplished by the individual youth or through an effort of the entire immediate family and friends. By performing volunteer services, it allows the youth to clearly understand the value of the program being provided as well as a commitment to the community through “giving back”.

***Scholarship Seminole*** would be available for all Seminole County Leisure Services Department managed programming and administered as follows:

A formal request form must be submitted for each youth in the household that is requesting a scholarship for a Seminole County recreation program. All information will remain confidential. (A sample of the form is attached.)

All applicants wishing to be considered for a scholarship or fee reduction must meet the following criteria:

- Resident of Seminole County – proof of Seminole County residency is required.
- 17 years or under in age for subsidy candidate - copy of birth certificate required.
- Child currently participating in or eligible for Seminole County School free or reduced lunch program.
- ~~Must maintain a minimum GPA of 2.0—copy of last report card required.~~
- The application should be submitted to the Leisure Services Administration office **at least two weeks prior to the start of program registration.**
- No more than 50% of the program spaces can be allocated for scholarship participants and subject to available scholarship matching funds.
- Scholarships can be used for Leisure Services Department managed programs only (tennis, soccer, nature camp, etc.)

#### **Other Scholarship Considerations:**

- Applicants may be eligible for multiple scholarships during the course of the year for multiple programs.
- Scholarship recipients must complete volunteer hours to continue to be eligible for future scholarships.
- Multiple scholarships may be awarded within a family to eligible applicants based on scholarship availability.
- Scholarships may be denied and/or discontinued if the recipient has a behavior problem during program participation.
- Credits are not given to participants that cannot complete a program or are denied or discontinued in a program.
- Volunteer hours for any existing scholarship awards must be completed before an applicant may apply for additional scholarship opportunities.

- Scholarship recipients will be notified of their scholarship award prior to the start of the program by the specific program coordinator.
- Final action on scholarship requests will depend on the total number of requests made by residents during the period prior to the program initiating.

### **Scholarship Fee Reduction:**

The scholarship fee reduction is based on both a fee reduction to the participant and volunteer services applied. This allows for a commitment by the applicant to “give back to the community” and clearly identifies a true value for participation in a program.

### **Program Fees**

Fee reductions are based on the Seminole County and State School Board Reduced Lunch Program criteria and are relate to program costs as follows:

Meeting either free or reduced Seminole County School lunch criteria = 50% reduction of program fees. The balance of fees can be paid in either money or volunteer services as outlined below.

If a scholarship applicant cannot afford or elects not to pay the balance of the reduced fee, they will have the option of providing volunteer service in exchange for the balance of the fees due. This volunteer service will include an hourly service rate valued against the balance of the service due.

Each service hour will be worth a value of \$5.00 per person/ per hour volunteered.

### **Example:**

- If the program cost is \$100 and the scholarship recipient receives a **50%** reduction then the scholarship individual will have the option for volunteer service to equal 10 hours to pay the remaining 50% balance.
  - $\$100 - 50\% \text{ scholarship} = \$50 \text{ balance due}$
  - $\$50 \div \$5 (\$5 \text{ per person per service hour}) = 10 \text{ hours of volunteer service}$

Projects will be assigned by the Parks and Recreation Division Manager or the Special Projects Program Manager. The projects may include special events, programming, or facility enhancement. Because of the potential age range of Scholarship participants, recipients may utilize the assistance of their immediate family and friends to assist in completing the volunteer services hours required to meet the balance due hours of service.

Failure to complete volunteer service hours will result in participant becoming ineligible for future Scholarship Seminole opportunities until such time as the hours have been completed.

## Scholarship Fund

In order to ensure for the coverage of actual program costs, it is further proposed to create a fund to be established to pay the County for those portions of participant fees that are reduced. In the example illustrated above; in reducing a participant's fee, the County would be waiving fifty percent (50%) of the fees. In order to recuperate the amount of the actual cost of the program, or the amount of the fee waived, a fund would be established utilizing partnering efforts from the community.

The *Scholarship Seminole Program Fund* would be created to allow local business and individual partners to give funding that would be held specifically for the purposes of providing funding for scholarship recipients. These funds would be drawn on as scholarship recipients were determined and fees were due for program delivery. The *Fund* would allow for business and an individual donor to give to the youth of the community through a scholarship format that is formal, equitable and designed specifically for those youth with a financial assistance need.

Additionally, the creation of the *Scholarship Seminole Program Fund* would establish the parameters and limitations for the total number of scholarships awarded based on the funds available at any given time. Scholarships would only be available based on the funds available in the *Scholarship Fund* to provide the necessary "match". Additionally, scholarships would be allowed for no more than fifty percent (50%) of the total participation of any specific program, thus allowing for equitable distribution of funding across all activities and programs.

The following pages are the scholarship package as it would be presented to requesting participants that meet the criteria for the program as outline herein. Also attached is a sample Scholarship Program Agreement to be entered into between the scholarship recipient's parent or legal guardian(s) and the County.



## **Seminole County Leisure Services Scholarship Program**

### **“Scholarship Seminole”**

The Seminole County Leisure Services Department is committed to providing quality recreational opportunities to all residents of the county regardless of their economic status. While the fees associated with most recreational programming represent a philosophy that the participant should cover the direct costs of providing the service, the Board of County Commissioners have also authorized the Department to offer reduced fees, when appropriate, so that all residents can benefit from community recreational opportunities. Therefore, ***Scholarship Seminole*** is created to offer the youth in Seminole County the opportunity to participate in recreational programming regardless of economic status.

A formal request form must be submitted for each youth in the household that is requesting a scholarship for a Seminole County recreation program. All information will remain confidential.

All applicants wishing to be considered for a scholarship or fee reduction must meet the following criteria listed below:

- Resident of Seminole County – proof of Seminole County residency is required.
- 17 years or under in age for subsidy candidate - copy of birth certificate required.
- Child currently participating in or eligible for Seminole County School free or reduced lunch program.
- ~~Must maintain a minimum GPA of 2.0—copy of last report card required.~~
- The application should be submitted to the Leisure Services Administration office **at least two weeks prior to the start of program registration.**
- No more than 50% of the program spaces can be allocated for scholarship participants and subject to available scholarship matching funds.
- Scholarships can be used for Leisure Services Department managed programs only (tennis, soccer, nature camp, etc.)

### **Other Scholarship Considerations:**

- Applicants may be eligible for multiple scholarships during the course of the year for multiple programs.



- Scholarship recipients must complete volunteer hours to continue to be eligible for future scholarships.
- Multiple scholarships may be awarded within a family to eligible applicants based on scholarship availability.
- Scholarships may be denied and/or discontinued if the recipient has a behavior problem during program participation.
- Credits are not given to participants that cannot complete a program or are denied or discontinued in a program.
- Volunteer hours for any existing scholarship awards must be completed before an applicant may apply for additional scholarship opportunities.
- Scholarship recipients will be notified of their scholarship award prior to the start of the program by the specific program coordinator.
- Final action on scholarship requests will depend on the total number of requests made by residents during the period prior to the program initiating.

### **Scholarship Fee Reduction:**

#### **Program Fees**

Fee reductions are based on the Seminole County and State School Board Reduced Lunch Program criteria and relate to program costs as follows:

#### **SCHOLARSHIP SEMINOLE INCOME ELIGIBILITY GUIDELINES**

<b>Household Size</b>	<b>Annual Income</b>	<b>Monthly Income</b>	<b>Weekly Income</b>
1	\$18,889	\$1,575	\$ 364
2	\$25,327	\$2,111	\$ 488
3	\$31,765	\$2,648	\$ 611
4	\$38,203	\$3,184	\$ 735
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7	\$57,517	\$4,794	\$1,107
8	\$63,955	\$5,330	\$1,230
Each additional family member add	\$6,438	\$537	\$124

To determine monthly income, first choose how often you receive your income. If you receive income: Weekly: multiply total gross income by 4.33 / Every two weeks: multiply total gross income by 2.15 / Twice a month: multiply gross income by 2. The total income before taxes, social security, health benefits, union dues, or other deductions must be reported.

Meeting either free or reduced Seminole County School lunch criteria = 50% reduction of program fees. The balance of fees can be paid in either money or volunteer services as outlined below.

If a scholarship applicant cannot afford or elects not to pay the balance of the reduced fee, they will have the option of providing volunteer service in exchange for the balance of the fees due. This volunteer service will include an hourly service rate valued against the balance of the service due. Each service hour will be worth a value of \$5.00 per person/ per hour volunteered.

**Example:**

- If the program cost is \$100 and the scholarship recipient receives a **50%** reduction then the scholarship individual will have the option for volunteer service to equal 10 hours to pay the remaining 50% balance.
  - $\$100 - 50\% \text{ scholarship} = \$50 \text{ balance due}$
  - $\$50 \div \$5 (\$5 \text{ per person per service hour}) = 10 \text{ hours of volunteer service}$

Projects will be assigned by the Parks and Recreation Division Manager or the Special Projects Program Manager. The projects may include special events, programming, or facility enhancement. Scholarship participants may utilize the assistance of their immediate family and friends to assist in completing the volunteer services hours required to meet the balance due hours of service.



## Scholarship Seminole Application

Please complete one application for each child wishing to participate in the scholarship program.

~ SEMINOLE COUNTY RESIDENTS ONLY ~

PARTICIPANT'S NAME: \_\_\_\_\_ MALE ☐ FEMALE ☐

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PARTICIPANT'S BIRTH DATE: \_\_\_\_\_ AGE: \_\_\_\_\_ GRADE: \_\_\_\_\_

SCHOOL ATTENDING: \_\_\_\_\_

PROGRAM NAME: \_\_\_\_\_ START DATE: \_\_\_\_\_

PARENT AND/OR LEGAL GUARDIAN'S NAME: \_\_\_\_\_

~ INCOME INFORMATION ~

ANNUAL INCOME: \_\_\_\_\_ IRS FORM – YEAR: \_\_\_\_\_

HOUSEHOLD SIZE: ADULTS: \_\_\_\_\_ CHILDREN (17 YEARS AND UNDER): \_\_\_\_\_

MEMBERS OF HOUSEHOLD:

NAME:

AGE:

INCOME:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**STOP:** Before you sign, have you included your proof of income, proof of residency, completed application form, copy of birth certificate, **latest grade card**, and completed program registration form? Applications cannot be accepted without all of the required information.

\_\_\_\_\_  
Signature of Parent and/or Legal Guardian

\_\_\_\_\_  
Date

~ OFFICE USE ONLY ~

☐ Scholarship Application Approved

☐ Scholarship Application Denied

**SEMINOLE COUNTY LEISURE SERVICES  
SCHOLARSHIP PROGRAM AGREEMENT**

**THIS AGREEMENT** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_, the Parent(s) and/or Legal Guardian(s), hereinafter referred to as "PARENT(S)" on behalf of \_\_\_\_\_, hereinafter referred to as the "child" or "recipient", whose address is \_\_\_\_\_, and **SEMINOLE COUNTY**, a political subdivision of the State of Florida, whose address is Seminole County Services Building, 1101 E. First Street, Sanford, Florida 32771, hereinafter referred to as "COUNTY".

**W I T N E S S E T H:**

**WHEREAS**, COUNTY is committed to providing quality recreational opportunities to the residents of Seminole County regardless of their economic status; and

**WHEREAS**, COUNTY desires to provide scholarship assistance through the Scholarship Seminole program to the youth of Seminole County who are unable to participate in recreational activities due to financial hardship; and

**WHEREAS**, the scholarship assistance will be in the form of reduced fees for programs managed by the Seminole County Leisure Services Department; and

**WHEREAS**, PARENT(S) and child have met all the qualifications for award of scholarship assistance as set forth in this Agreement,

**NOW, THEREFORE**, in consideration of the mutual terms and conditions hereinafter set forth, PARENT(S) and COUNTY agree as

follows:

**SECTION 1. RECITALS.** The above recitals are true and correct and form a material part of this Agreement upon which the parties have relied.

**SECTION 2. ELIGIBILITY.** Scholarship Seminole applicants must reside in Seminole County; be seventeen (17) years of age or under and be eligible to receive free or reduced lunch in the Seminole County free or reduced lunch program. Applicants may be eligible for multiple scholarships during the course of the year and multiple scholarships may be awarded within a family based on scholarship availability.

**SECTION 3. PROGRAM DETAILS.**

(a) Scholarship Seminole applies solely to programs managed by the Seminole County Leisure Services Department. No more than fifty percent (50%) of the COUNTY's program spaces will be allocated for scholarship recipients and scholarships will be granted based on funding availability. Applicants who meet the criteria to receive either free or reduced Seminole County School lunch are eligible for a fifty percent (50%) reduction of program fees. The Leisure Services Department reserves the right, at any time, to deny or discontinue scholarships due to recipient's behavior, or as a result of changes or cancellation of the Scholarship Seminole program.

(b) Applications must be submitted at least two (2) weeks prior to the start of program registration. A formal request form, as provided by Seminole County Leisure Services Department, with supporting documentation, must be submitted for each child in the

household that is requesting a scholarship. Supporting documentation includes, but is not limited to, IRS forms to prove income, proof of Seminole County residency, and a copy of child's birth certificate. All information provided will remain confidential. Failure to provide such information or any misrepresentation of such information will result in the child's immediate disqualification from receiving Scholarship Seminole funds.

(c) The Leisure Services Department will screen the scholarship applications for eligibility and the final decision for awarding scholarships will be at their discretion. Scholarship recipients will be notified of their scholarship award prior to the start of the program by the program coordinator.

(d) Volunteer projects will be assigned by the Parks and Recreation Division Manager or the Special Projects Program Manager. The Leisure Services Department will determine the number of volunteer hours needed to fulfill scholarship requirements. Recipients must complete the volunteer service hours in order to receive credit for volunteer services hours.

(e) PARENT(S) and child have reviewed the details of this Section and understand and accept its procedures and requirements.

**SECTION 4. SCHOLARSHIP AWARD.** Child has been selected by COUNTY for a scholarship award for the following COUNTY programs:

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The program fee for said program is \$\_\_\_\_\_, which, pursuant to this award, shall be reduced by fifty percent (%50) to \$\_\_\_\_\_.

Said amount shall be paid to the COUNTY in full no later than \_\_\_\_\_, 20\_\_\_\_, or in the alternative, child shall be registered with the Seminole County Leisure Services Department to perform \_\_\_\_\_ hours of volunteer service. Registration must be made on or before \_\_\_\_\_, 20\_\_\_\_. In the event the above payment or volunteer registration is not made in a timely manner, the child shall not be admitted to the above listed COUNTY program(s).

**SECTION 5. VOLUNTEER SERVICE.** At the discretion of the Leisure Services Department, volunteer service hours may be performed by the scholarship recipient and/or members of the recipient's family and friends. Failure to pay the balance of the program fee or failure to complete the volunteer service hours in a timely manner shall result in the recipient becoming ineligible for future Scholarship Seminole opportunities and/or immediate withdrawal of the child from the program for which the scholarship award was granted.

**SECTION 6. HOLD HARMLESS AND INDEMNIFICATION.**

(a) In consideration of COUNTY's award of this scholarship and for COUNTY's permission for child's participation in the program as stated in Section 4 above, PARENT(S), on behalf of the child, their heirs and assigns do hereby release and discharge Seminole County, its agents, officers, and employees from any and all claims, demands, grievances, and causes of action of every kind whatsoever, including, but not by way of limitation, all liability for property damages and personal injury of every kind, nature or description arising or which may hereafter arise from said permission, child's participation in the program or child's presence on COUNTY sites or in COUNTY vehicles as a

part of said program.

(b) PARENT(S) further agree to execute any additional hold harmless and indemnification agreements on behalf of child and other family members that provide volunteer service hours pursuant to this Agreement as may be required from time to time by the COUNTY.

**SECTION 7. GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Florida and the parties consent to venue in the Circuit Court in and for Seminole County, Florida as to State actions and the United States District Court for the Middle District of Florida as to Federal actions.

**SECTION 8. SEVERABILITY.** If any part of this Agreement is found invalid or unenforceable by any court, such invalidity or unenforceability shall not affect the other parts of this Agreement.

**SECTION 9. MODIFICATION, AMENDMENTS OR ALTERATIONS.** No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

**IN WITNESS WHEREOF,** the parties have executed this Agreement on the dates set forth below.

PARENT

\_\_\_\_\_  
Witness

By: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Witness

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name



PARENT

Witness

By: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

Witness

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
SEMINOLE COUNTY, FLORIDA

By: \_\_\_\_\_

BRENDA CAREY, Chairman

\_\_\_\_\_  
MARYANNE MORSE

Clerk to the Board of  
County Commissioners of  
Seminole County, Florida.  
For the use and reliance  
of Seminole County only.

Date: \_\_\_\_\_

As authorized for execution  
by the Board of County Commissioners  
at their \_\_\_\_\_, 20\_\_\_\_  
regular meeting.

Approved as to form and  
legal sufficiency.

\_\_\_\_\_  
County Attorney

AEC/lpk/sjs

6/26/08, 9/2/08

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